



CITY OF HOUSTON
Strategic Purchasing Division
Finance and Administration
Department

Bill White
Mayor

Calvin D. Wells
City Purchasing Agent
P.O. Box 1562
Houston, Texas 77251-1562

T. 713.247.1684
F. 713.247.1811
www.cityofhouston.gov

March 8, 2006

Subject: Letter of Clarification No. 1
Operations and Maintenance Services for Building Services

Reference: Invitation to Bid (ITB) No. T-6-0769-027-21011

To: All Prospective Suppliers:

This Letter of Clarification is issued for the following reasons:


- To revise the above referenced solicitation as follows:
 1. **Remove pages 5, 10 and 12 of 388 and replace with attached pages 5, 10 and 12 of 388 marked revised 3/8/2006.**

This letter of Clarification will be considered part of the solicitation referenced above.

Furthermore, it is the responsibility of each Supplier to obtain any previous Letter(s) of Clarification associated with this solicitation.

A handwritten signature in cursive script, reading "Richard Morris".

Richard Morris
Senior Procurement Specialist
Strategic Purchasing Division

 Attachment: Revised pages 5, 10 and 12 of 388 dated 3/8/2006

INTRODUCTION

1.1 Project Overview

The Building Services Department manages more than 300 City-owned buildings. These facilities include the Police Stations, Fire Stations, Municipal Courts, Public Works Facilities, Library Facilities, Health Facilities, Communication Sites and General Office Environments.

BSD is responsible for the day-to-day maintenance and operation of these properties

1.2 RFP Goals and Objectives

The primary objective in issuing this Request for Proposal (RFP) is to gather proposals from experienced operations and maintenance services firms (hereinafter referred to as the "Bidder" or "Vendor") to provide twenty-four (24) hour supervision of operation and maintenance services for City of Houston (City) owned properties. Based on the responses, selected Bidders will be evaluated in depth. Participating Bidders are expected to respond to this RFP in the format described in Section 3 "Required Responses". Should a Bidder choose to provide additional services, this information must be provided for and priced separately from the rest of the proposal.

Contract Term:

The initial term of the contract resulting from award of this RFP will be **FIVE** (5) years, with two (2) optional one-year renewals. The contract will be self-renewing unless terminated consistent with provisions of the contract.

Maintenance Objectives:

Safety, reliability, energy conservation and utility cost reduction, through development and implementation of a proper operations maintenance program, are paramount among the City's goals in securing these services.

Preventive maintenance; safe, effective, efficient and timely operations; maintenance and repair of facility equipment and systems are key areas of concentration for the selected Bidder. It is the intention of this RFP that all equipment shall continue to operate in "First Class" condition on a continuous basis, without interruption or disruption of operations and activities occurring in the Facilities. The BSD Director's prior written consent is required before any Facility may be closed for maintenance or repairs.

"First Class" condition, in relation to the original systems and equipment, means operating in accordance with required conditions, and performing the functions intended within manufacturer's tolerances or required practices for efficient, safe, predictable and dependable performance. In relation to replacement parts and materials, "First Class" shall mean equal or better quality than installed during the original construction. Equipment which is listed on the "First Class Condition Exception List" shall be maintained by the Contractor in safe working condition for the term of the contract or until the department budgets to replace.

Hours of Operation:

The selected Bidder shall provide on-site staffing for all operation and maintenance coverage requirements. (See Attachment "B" Portfolio Summary for Hours of Operations for Facilities) Also, required is 24 hour emergency response for all City of Houston properties covered by this contract.

1.3 Timetable

The following events have been scheduled for this request for proposal:

<u>Schedule Date</u>	<u>Event</u>
March 5, 2006	• RFP issued
March 15, 2006	• Pre-Proposal Conference and building tours
March 20 thru 24, 2006	• Building Tours
March 27, 2006	• Questions submitted by Bidders
April 5, 2006	• Answers provided to all Bidders
April 21, 2006	• Proposal response deadline
May 10, 2006	• Selected Bidder presentations
May 26, 2006	• Evaluation completed
July 26, 2006	• Contract Finalization & Award
August 1, 2006	• Commence with Transition/Mobilization

Note: The schedule above is subject to change due to possible time extensions for questions and answers or other delays, but is our best estimate at this time.

1.4 Confidentiality

This RFP is confidential and for the sole use of Bidders' preparation of a proposal. By Bidder's acceptance hereof, Bidder agrees:

- 1.4.1 Not to disclose, copy or distribute this RFP in whole or in part to persons other than Bidder's employees and agents who are authorized by the nature of their duties to receive such information.
- 1.4.2 To return any confidential or proprietary materials as requested.
- 1.4.3 Not to use any information in this RFP or any other materials related to City business affairs or procedures, other than in performance of this RFP.
- 1.4.4 The City reserves the right to retain all submitted materials.

The City shall not be held accountable if material from responses is obtained without the written consent of the Bidder by parties other than the City, at any time during the proposal evaluation process. In the event a Bidder submits trade secret information to the City, the information must be clearly labeled as a "Trade Secret". The City will maintain the confidentiality of such trade secret to the extent provided by law.

1.5 Disclaimer

This RFP is not an offer to enter into a Contract but is merely a request for the Bidder to submit a proposal. Expenses incurred in responding to this request are the responsibility of the Bidder. All materials submitted become the property of the City. The City reserves the right to modify, reject or use without limitation any or all of the ideas from submitted information.

1.6 Duration of Offer

Proposals must be valid for a minimum of 180 days following the submittal for this RFP.

regarding the Facilities contained within this RFP are scheduled for **Monday thru Friday, March 20, 2006 to March 24, 2006.**

Attendance at the Pre-Proposal Conference and all tours is strongly encouraged for all prospective vendors. RFP responses from organizations failing to attend the Pre-Proposal Conference may be rejected. Firms are not limited to the number of representatives they may bring to the Pre-Proposal Conference, but no more than **FOUR** individuals may participate in the facility tours.

1.9 Disqualification

Under no circumstances are Bidders to contact any City employee, other than the designated City representative, with regard to this RFP or any of the information contained herein (except in response to City initiated discussions). Bidders are strictly forbidden from visiting any City Facilities included in the portfolio (except as part of an ongoing contractual agreement or public event). Violation of this provision, except per Sections 1.8 above and 1.10 below, will subject the Bidder to **immediate disqualification**.

1.10 Terms of Award

The contract will be awarded to a Bidder at the sole discretion of the City after consideration of the quality of service, product, price and other factors that are deemed relevant to the services to be performed. Prospective Bidders must have a satisfactory record of contract performance, integrity and business ethics, and adequate financial resources to meet the contractual requirements over the life of the contract. By submitting this proposal, Bidder warrants that it is legally authorized to do business in the State of Texas (a "Certificate of Registration" from the Texas Secretary of State's Office will be required of the selected Bidder prior to contract award), is in compliance with all applicable laws and regulations, is not prohibited from doing business with the City by law, order, regulation, or otherwise, and the person submitting the proposal on behalf of the Bidder is authorized by the Bidder to bind it to the terms of the proposal. In addition to the factors already set forth, the adequacy of the Bidder's proposal will be evaluated according to the following criteria:

Pricing and Technical Solution (30 points maximum)

- 1.10.1 Competitiveness of price proposal including Bidder's willingness to put a considerable portion of their fee "at-risk" based upon performance.
- 1.10.2 The Bidder's understanding of the engagement, its purpose and scope as evidenced by the proposal submitted and capabilities of the proposed technological solution to support operations.

Background and Experience (30 points maximum)

- 1.10.3 Demonstrated background, knowledge, and successful experience of the Bidder and Bidder's account management team and staff, including its sub-consultants or sub-vendors, in providing comprehensive operations and maintenance services.
- 1.10.4 The ability of the Bidder to furnish operations and maintenance services that assures high quality operations, proven by successfully completed similar engagements.
- 1.10.5 The professional background and experience of the members of the proposed project team.
- 1.10.6 Proven track record with the City or other municipalities with portfolios of comparable size and complexity.